



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
February 14, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Planner
Department of Planning & Development

The **Department of Planning & Development** has one (1) vacancy for the position of **Planner** at a rate of **\$46,125/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, March 15, 2018**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, MARCH 15, 2018

An Equal Opportunity /Affirmative Action Employer

PLANNER
(Community Development)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for administering sub-recipient contracts and reporting to the Department of Housing and Urban Development (HUD) on federal program compliance. The incumbent provides information to staff and the public regarding federal regulations, and performs program planning, design and administration of housing compliance efforts with Albany Community Development Agency and federal regulations and restrictions. This position may be responsible for inventory, analysis and program design assistance for special community development planning projects. The Planner may also assist in the administration of community development activities. Supervision of others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Administers sub-recipient contracts;
- Reports to HUD on federal program compliance;
- Provides information to staff and the public regarding federal regulations;
- Performs program planning, design and administration of housing compliance efforts;
- Consults and maintains contact with federal, state and local agencies whose programs may have impact on the agency's operations;
- Confers with local officials and agencies concerning short-range and long-range planning projects and objectives;
- Assists in the preparation of grant writing;
- May be responsible for inventory, analysis and program design assistance;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of federal, state and local laws affecting planning policies in area of assignment;
- Good knowledge of federally administered funding programs [i.e., Community Development Block Grant (CDBG), HOME Funds, Emergency Shelter Grant (ESG) and Supportive Housing Projects (SHP)];
- Good knowledge of personal computers and office equipment;
- Working knowledge of Geographic Information Systems (GIS);
- Ability to communicate effectively, both orally and in writing;
- Ability to interact with the public and public agencies;
- Ability to prepare and present concise factual reports;

SEE REVERSE SIDE

- Excellent writing skills;
- Quantitative analysis skills;
- Organizational ability;
- Tact;
- Good judgment;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Administration or related degree **and** five (5) years fulltime paid experience in a relevant field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration or related degree **and** seven (7) years fulltime paid experience in a relevant field.

SPECIAL REQUIREMENT: Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.